

**EXISTING VENDORS
CHECKLIST & OFFICE INFORMATION**

- ☐ Complete Vendor Application (Special Recreation Application & Permit with expiration of 2010) form with an **original signature**. SRP application submitted to the El Centro Field Office **14 days prior** to the 1st vending date. (Check the renewal box on the application).
- ☐ Signed and completed **Vendor Supplemental Information Form**.
Retain a copy of the Vendor Stipulations (Appendix A).
Provide the new Seller's Permit number, Business license & Insurance expiration dates.
- ☐ Complete Vendor **Update/Change Form**.
Pay **appropriate fees** for vending days (Minimum of \$90.00 to keep application on-file). Please see the fee schedule online or the FY08 general information letter for the appropriate fees.

Please submit updates on the following documents as needed:

- ☐ Complete **Vendor Vehicle Sheet**, list commercial vehicles and camping vehicles separately.
- ☐ Copy of a **valid drivers license** and/or identification card for all employees involved in the business. Copy of the vehicle **registration**, and vehicle **insurance** policy.
- ☐ Complete **list of products** and/or services to be sold, such as a food menu and/or clothing graphics.
- ☐ Copy of the **Certificate of Insurance**. List U.S. Dept. of Interior, BLM as **Additional Insured**.
- ☐ Copy of Imperial County **Business License**.
- ☐ Copy of Seller's Permit from the California Board of Equalization. The Sellers Permit needs to show a **sub-location** at the Imperial Sand Dunes or BLM managed lands in Imperial County.
- ☐ Copy of Septic haulers permit/documentation to dump commercial waste within Imperial County (i.e. Westmorland permit).
- ☐ Copy of the Imperial County Environmental Health Services **Food Permit or Septic Hauler Permit**.

PERMIT OFFICE RENEWAL INFORMATION:

Business License:

Imperial County Tax Collector
940 W Main ST STE 106
El Centro, CA 92243-2864
760-482-4301

Food & Septic Hauler Permits:

Imperial County
Environmental Health Services
797 Main ST STE B
El Centro, CA 92243-2842
760-336-8530

ISDRA Permit

Bureau of Land Management (BLM)
El Centro, CA 92243-9661
760-337-4400

Obtain purchase info at: ca.blm.gov/ca/elcentro

Sellers Permits:

California Board of Equalization
1550 W Main ST
El Centro, CA 92243-2105
760-352-3431

1-800-400-7115 (Sacramento) www.boe.ca.gov

Note: All 2007/2008 vendors must submit these documents in order to renew current SRP's. The SRP case numbers will remain on file for three consecutive seasons. All vendors need to renew their application each season.